Commerce Acquisition Solutions
Procurement News
Single Item Edition

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"Things do not change, we change"

Getting Help for Purchase Card Reconciliation

Frank Krempa and Daniel Alexander

We found a great source of information for card holders and approving officials trying to reconcile their bankcard statements and update their default codes.

The following web site provides direct and immediate access to CPCS/CAMS cardholder and approving official user manuals. Also, call Dan or Frank at 202-482-0997 if you need personalized help updating your default codes.
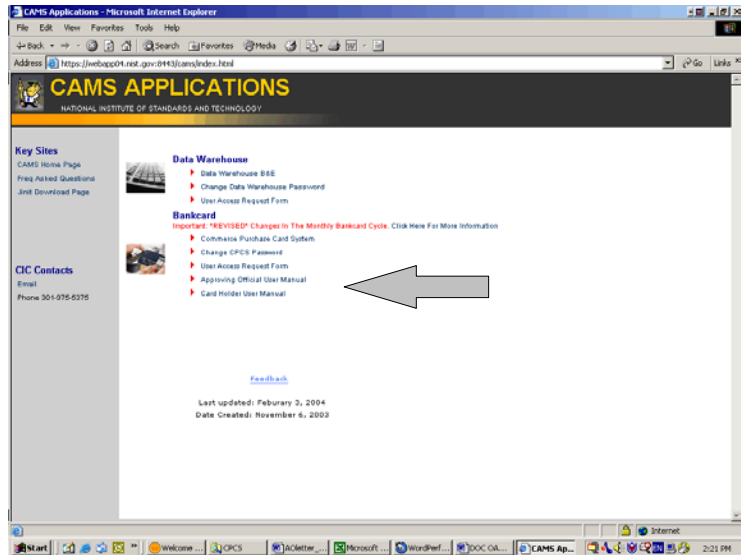
https://webapp04.nist.gov:8443/cams/index.html

The overriding purpose of this document is to improve communications within and throughout the Office of the Secretary (OSEC).

Our **goal** is to share information that is both timely and relevant to everyone involved with the OSEC acquisition team.

Our **hope** is that you will read and enjoy the product of our efforts.

Our **dream** is that you will provide feedback so that this newsletter continuously improves.

This newsletter is for you. Your opinions and thoughts are always welcome.

"Acquisitions go better with COAP!"

Purchase Card Default Codes

Frank Krempa

When you apply for a Government Purchase Card, one of the most important blocks on the Government Purchase Card Set-Up form (CB 001) is the Master Accounting Code. That is the block that codes in a default Accounting Classification Code Structure (ACCS), for use when you make a purchase using your purchase card. The form has a line that asks for your Master Accounting Code, and limits you to a 75 character input. Because the instructions don't do a good job of explaining how to structure that code, most users were a little casual providing their codes, and that led to inconsistent formatting in the system. The inconsistent formatting led to some accounts being defaulted to a generic Department-wide code during the monthly statement reconciliation. The inconsistent formatting

also led to some accounting and reporting problems internal to some offices.

The Agency Program Coordinators worked with the Commerce Purchase Card System (CPCS) help desk, the Commerce BankCard Center managers, and the Office of Executive Budgeting, to analyze the problem and to see what solutions could be generated and implemented. The CPCS help desk prepared some expanded and detailed instructions for providing the Master Accounting Code, and to use a more accurate Accounting Classification Code Structure (ACCS). The ACCS should synchronize, at least format wise, with the codes that you see when you reconcile your purchase card statement each month. The reconciliation should be easier to manage once you have your own default ACCS input for purchase card account. For your specific accounting codes, see your Administrative Officer or your Budget Officer.

The Master Accounting Code Instructions will be forwarded to cardholders and Approving Officials by email. You may also want to visit the CAMS website at http://www.nist.gov.admin/cams_external/cams_ed_matls/accs.html

Here is an *example* of the Bureau Default Code structure format for the Office of the Secretary:

The number of characters in each field is very important.

FY   =   2004
Bur   =   51
Proj   =   79999000
Task   =   000
Org 1 =   11
Org 2 =   00
Org 3 =   0000
Org 4 =   00
Org 5 =   00
Org 6 =   00
Org 7 =   00
Obj 1 =   25
Obj 2 =   99
Obj 3 =   00
Obj 4 =   00

DO NOT use commas, back slashes, dashes , or any other character between fields. Spaces are allowed.

By following the Master Accounting Code instructions, the set-up, use, and reconciliation of the Purchase card should be easier and more effective to use for the whole Department. Thanks for your attention. If you have any questions call your Agency Program Coordinator, Frank Krempa, at 202- 482-0997, or email fkrempa@doc.gov.